



KING COUNTY SHERIFF'S OFFICE INTERNSHIP OPPORTUNITIES

The King County Sheriff's Office is currently looking for college interns! Through our college internship positions, the Sheriff's Office provides excellent learning experiences AND accomplishes important law enforcement work. We rely heavily on the assistance that our college student interns give us. We have many useful and important tasks that interns perform, at various work locations.

Internship Location: King County Courthouse, Seattle

Division/Unit: Records/Civil

Start Date: Summer 2013/Fall 2013

Summary: Our Records and Civil Units are looking for interns. Duties will include finger printing, scanning projects, customer service/reception desk coverage, filing, posting notices, scanning and e-mailing subpoena's to deputies, and mailing summons' to witnesses. This is a great internship for student's pursuing a law degree or is interested in the court system. Must have excellent customer service skills, be a self-starter and able to handle sensitive and possibly graphic materials such as reports and photos.

Qualifications:

- Must be enrolled as a student. (The King County Sheriff's Office may make an exception to this rule on a case-by-case basis)
- Must be responsible and professional at all times. Regular and reliable attendance is expected.
- College internships may involve a mix of office clerical work and research; there is no set pattern. We also provide work unit orientations such as ride-alongs.
- College interns working for the King County Sheriff's Office do so, on an unpaid basis.
- Interns must first go through a background investigation consisting of a polygraph examination and criminal history check.

Background Investigation:

Our thorough background investigation includes a look at your criminal history record, employment history, personal references, driving history, and credit history. KCSO detectives will conduct the investigation. Personal references and current and previous employers will be contacted. Once the background investigation is complete, you will take a polygraph test.

Timeline:

While some background investigations take longer than others, you can expect the time from the point your background investigation begins to the time you are offered an internship to take approximately eight weeks. Please factor this in when applying.

To Apply:

Visit www.kingcounty.gov/safety/sheriff/careers/interns.aspx and complete an application.